



UNIVERSITY OF
GEORGIA
Human Resources

UGAJobs Hiring Proposal Resource Manual

**Grad/Research/Student/Temp
Position Types**

Revised 12.13.2018

Hiring Proposal Resource Manual

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Introduction

The University of Georgia has implemented a new online position management and applicant tracking system, **UGAJobs**. The objective of UGAJobs is to streamline the approval, posting, and hiring processes for the University and our applicants.

Hiring departments should use the **UGAJobs** system to receive approval for and post Graduate/Research/Student/Temporary positions.

The learning objective for this manual is to be able to create and complete a hiring proposal.

Accessing UGAJobs

The Web Address/URLs for the site include the following:

Departmental User Site: <https://www.ugajobsearch.com/hr/>

Applicant Portal: <https://www.ugajobsearch.com/>

Requesting additional User Roles

All benefit-eligible UGA employees have an employee account with UGAJobs. To request an additional User role, please visit the Employment Administration page of the UGA Human Resources website (<https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position>) and select the UGAJobs User Request Form. You will be asked to include which department and user group you would like to be associated with and include any additional information for account setup or access privileges. Special permissions are required for account setup and security outside of the manager/supervisor role. This form must be submitted to the central HR employment team by the unit's Chief HR Officer and/or Financial Director.

Browser Support

The system has been tested with the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by Mozilla
- Internet Explorer version 9 or 11 and later
- Safari versions currently supported by Apple

Data Security

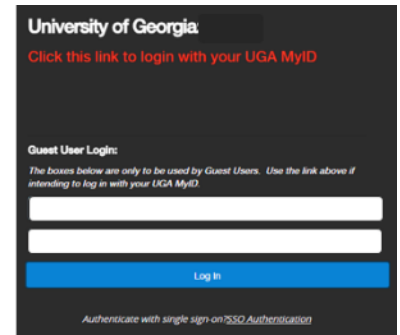
To ensure the security of the data, **the system will automatically log you out after 60 minutes if it detects no activity**. However, any time you leave your computer, it is strongly recommended you save any work in progress and logout of the system by clicking on the **Logout** link located on the top right side of your screen.

Log-in to UGAJobs

To access the UGAJobs user portal, visit the following web address:

<https://www.ugajobsearch.com/hr/>

Once you have arrived at the screen, pictured right, select **Click this link to login with your UGA MyID**. Next, you will be redirected to the UGA Central Authentication Service, which requires users to type their UGA MyID and password, allowing you to securely access the UGAJobs System.



ArchPass Duo

To complete the login process, you will need ArchPass Duo, UGA's two-factor authentication service. Two-factor authentication means there are two steps to the login process. This two-step login process adds an additional layer of security for your personal information and UGA's network.

To use ArchPass Duo with UGAJobs, you must first enroll a device through the Self-Service Portal at archpass.uga.edu/enroll. The enrollment process is simple and can be completed by the user in five minutes.

An instructional video on enrolling is available on the EITS Help Desk YouTube channel at https://www.youtube.com/watch?v=v_kHxQu5Gvw.

If you are already enrolled in ArchPass Duo for another system, such as the Remote Access VPN, you do not need to enroll again. You can enroll a smartphone, tablet, cell phone and/or landline phone. Once enrolled, you will still be able to access UGAJobs from any computer or device you choose. Your enrolled ArchPass Duo device is used only to verify your ID during the login process.

To log in to UGAJobs with ArchPass Duo:

- 1) Enter your UGA MyID and password.
- 2) Verify your ID with a device enrolled in ArchPass Duo. You can verify your ID with a push notification from the Duo Mobile App, a passcode generated by the Duo Mobile App, a password sent by SMS text message or a phone call.

You can find more information about ArchPass Duo at archpass.uga.edu. If you have questions about ArchPass Duo, please contact the EITS Help Desk at helpdesk@uga.edu or 706-542-3106.

Getting Started

Once you log in to UGAJobs, look at the top left corner to ensure **HIRE** is selected. If it is not, click on the three dots in the left corner and select **HIRE** from the options.



HIRE is the most used module. If it is not already chosen and you have to select **HIRE**, the top of your screen will change colors to blue, as pictured above.

On the right side of your screen and below your **name**, make sure **Initiator** is selected from the User Group drop box. Any time you make a change in this box, note the blue **notification banner** that appears across the top of the screen, as pictured below.



NOTE: When you log in to UGAJobs, your default user account will be the primary role you were assigned. If you have another role (i.e. Search Committee Member, Approver, Authorizer, Unit Head, etc.) you must select the role from the drop box to the right of your name. **Initiators** are typically the department/unit representative who oversees the administrative components of the position, posting, and hiring process for the department. This user will initiate all requests in the system and route to the next level for approval. The **Initiator** is the only user who can create/initiate requests in the system.

Before Initiating a Hiring Proposal

Once the hiring authority has selected a finalist and an offer is **made and accepted (contingent on background check)**, it is time to begin the hiring proposal process. It is required that you have a signed offer letter before starting the hiring proposal, as it will need to be uploaded to UGA Jobs.

NOTE: When you click Recommend for Hire, the system will automatically send an email to the finalist. This email will recommend the applicant revisit their voluntary demographic information, as well as instruct your candidate to fill out the consent for a background investigation form, if they have not already done so.

Upon recommending a candidate for hire, the Initiator will have the ability to view the EEO Information. This is the voluntary demographic information that has been provided by the applicant at the time of application certification and submission. Initiators do not have the ability to edit this information during this step of the process.

Voluntary Demographic Data

Federal government regulations require us to gather and maintain information on job applicants by race and gender. Please help us by checking the appropriate information below. Your response is voluntary and will not be used in any way to determine your eligibility for employment.

Gender

Please select ▼

Employment Data

Are you legally authorized to work in the US?

▼

Will you now, or in the future, require sponsorship by UGA for an employment-based visa?

▼

(e.g., H-1B work visa, or legal permanent residency)

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Voluntary Self-Identification of Protected Veteran Status

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.



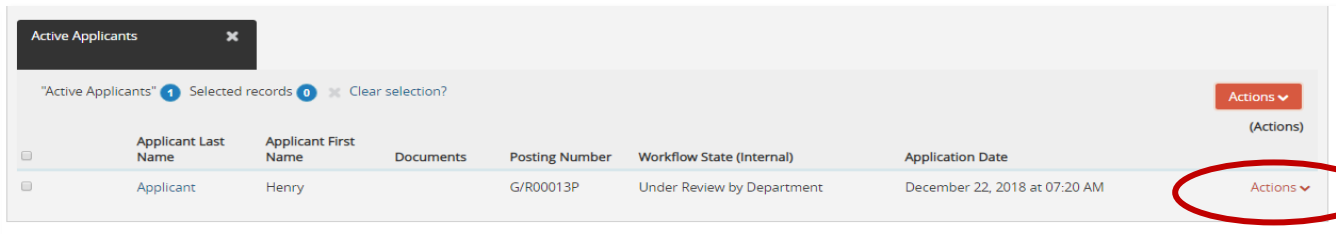
Create a Hiring Proposal

**Grad/Research/Student/Temp
Position Types**

Revised 12.13.2018

Create a Hiring Proposal

To begin the hiring proposal, select the **Postings** tab and select **Grad/Research/Student/Temp** for the position type. Next, open your desired posting and click on the **Applicants** tab. When viewing the list of applicants, hover over the **Actions** link next to the finalist's name and verify that the finalist has been moved forward in the Applicant workflow to **Recommended for Hire**. If the Applicant is not in this workflow state, you will not be able to create a Hiring proposal. If the Applicant is in the workflow state of **Recommended for Hire**, then click **View Application**.



Active Applicants						
"Active Applicants" 1 Selected records 0 Clear selection?						
	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
<input type="checkbox"/>	Applicant	Henry		G/R00013P	Under Review by Department	December 22, 2018 at 07:20 AM
						Actions

You must be an **Initiator** to start the hiring proposal. On the next screen, pictured below, select **Start Hiring Proposal** to begin the process.

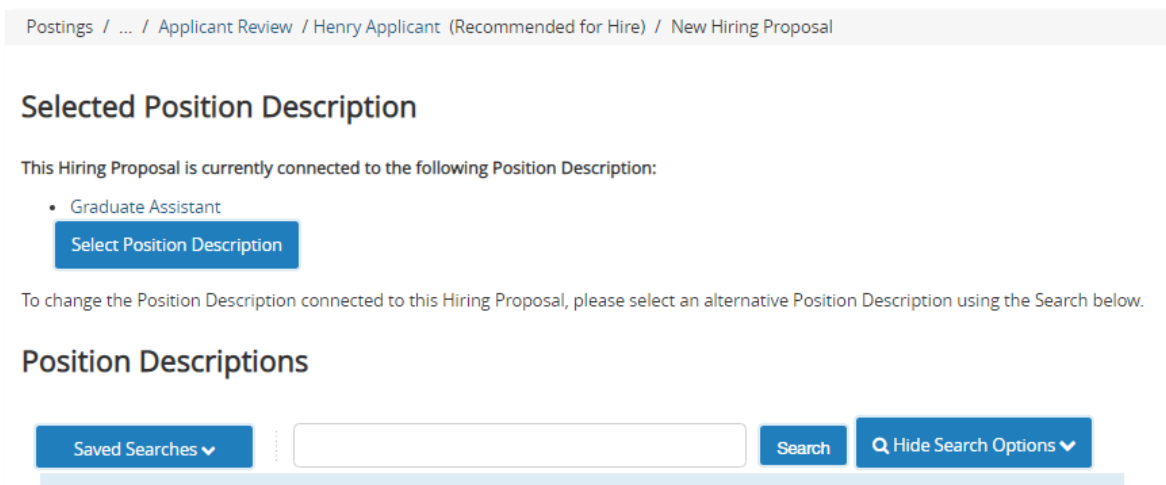
Job application: Henry Applicant (Grad/Research/Student/Temp)

Current Status: Recommended for Hire
Application form: Grad/Research Application

Full name: Henry Applicant Created by: Henry Applicant

- ★ View Posting Applied To
- ★ Preview Application
- ★ Start Hiring Proposal

The system will require you to select a position description, pictured below. If you initially created the posting from a position description, then you may select the position description that is already connected to the posting OR you may select an alternative position description using the Search option.



Postings / ... / Applicant Review / Henry Applicant (Recommended for Hire) / New Hiring Proposal

Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- Graduate Assistant

Select Position Description

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

Position Descriptions

Saved Searches ▼ Search Hide Search Options ▼

All hiring proposals must be linked to a position description.

When you have selected the correct Position that will be attached to this Hiring Proposal, this pop-up will be generated. It is extremely important that you make sure you are linking the Hiring Proposal to the correct Position, as any employee that is unseated will have their Financials/Benefits/Leave affected. If you have selected the correct Position, click on **OK**.

ugajobsearch-sb.peopleadmin.com says

If an employee is currently seated in this Position Description, they will be vacated upon approval of this Hiring Proposal and the new employee will be seated.

OK

Cancel

Posting Details Tab

Editing Hiring Proposal

Posting Details

Hiring Proposal Details

Salary

Position Information

MFE Information

Hiring Proposal Summary

Posting Details

Department Information

Contact(s)

Nathan Dembkowski

Contact(s)

Phone/Extension

706-542-2222

Contact(s)

Email

mangosta@uga.edu

Posting Details

Posting Number

(Posting)

G/R00013P

Posting Type (Posting)

Working Title (Posting)

TEST Graduate Assistant

OneUSG Connect Job

Title (Posting)

Graduate Assistant (EX)

FTE (Position)

.333

HR Department

(Position)

Terry College Tull School of A

Division (Position)

TERRY COLLEGE OF BUSINESS

Position Details

OneUSG Connect Job

Title

Graduate Assistant (EX)

OneUSG Connect Job

Code

905X00

FLSA

SOC Code

Minimum Qualifications

Position Summary

Spring 2019 Graduate Assistant

Relevant/Preferred

Education, Experience,

Licensure, Certification

in Position

Knowledge, Skills,

Abilities and/or

Competencies

Physical Demands

Working in a standard office environment.

Underutilization

Minorities & Females

Allocation of Effort

Percent Instruction

Percent Research

Percent Clinical

Percent Public Service

Percent Administration

Duties/Responsibilities

Save

Next >>

Posting Details Tab: The Posting Details tab is an overview of information that was entered on the front end of the Staff Posting and the Position Description and cannot be edited.

Hiring Proposal Details Tab

Much of the Candidate Details information will be integrated from the applicant’s application. If the applicant did not complete a field, it will be blank here. There will be a section for you to confirm the applicant’s details from the offer letter. Accuracy is important because once a hiring proposal is approved, it triggers all USG OneSource information. **Any box in red with an asterisk is a required field.**

Candidate Details

Prefix	
Candidate First Name	Henry
Candidate Middle Name	
Candidate Last Name	Applicant
Suffix	
Address	123 Athens Street
City	Athens
State	GA
Zip	30601
Country	
Custom String One	
Primary Phone Number	555-555-5555
Email Address	henryapplicant@henry.com
Highest Degree Earned	Bachelor of Science

Candidate Details are auto populated from information provided the Applicant’s application.

Hiring Details

Hiring Proposal Number G/R00001HP

* Prefix	Please select ▼ This field is required.
* Candidate First Name	<input type="text"/> This field is required.
* Candidate Middle Name	<input type="text"/> This field is required.
* Candidate Last Name	<input type="text"/> This field is required.
Suffix	Please select ▼
* Address	<input type="text"/> This field is required.
* City	<input type="text"/> This field is required.
* State	Please select ▼ This field is required.
* Zip	<input type="text"/> This field is required.
* Country	Please select ▼ This field is required.
Province	<input type="text"/>
* Primary Phone Number	<input type="text"/> This field is required.
* Applicant Type	Please select ▼ This field is required.
* Applicant Status	Please select ▼ This field is required.
* Major Campus Location	Please select ▼ This field is required.

Hiring Details will need to be entered by the Initiator. This information should be validated on the attached Offer Letter. It will be used in the first step of the Onboarding Process.

The screenshot shows a hiring proposal form with several sections. Red boxes and arrows highlight specific fields and provide explanations:

- Employment Type:** A dropdown menu with "FTE" selected. A red box around "FTE" has an arrow pointing to a text box that says "FTE means Full-Time Equivalent".
- Benefits Eligibility:**
 - Date Position Offered:** A text box with a red border and a red arrow pointing to it from the "FTE" box. Below it, a red message says "This field is required."
 - Date Position Accepted:** A text box with a red border and a red arrow pointing to it from the "FTE" box. Below it, a red message says "This field is required."
 - Start Date/Effective Date:** A text box with a red border and a red arrow pointing to it from the "FTE" box. Below it, a red message says "This field is required." and a note says "Please use this format: mm/dd/yyyy".
 - Effective End Date:** A text box.
- Additional Schedule Information:**
 - Standard Hours:** A text box containing "13.33". A red box around it has an arrow pointing to a text box that says "Standard Hours is the numbers of hours the employee works weekly. This number must be in 00.00 format."
 - Standard Work Period:** A dropdown menu with "Weekly" selected.
 - Job Indicator:** A dropdown menu with "Primary" selected.
 - Full Time/Part Time:** A dropdown menu with "Part Time" selected.
- Does this position have financial responsibilities?** A dropdown menu with "No" selected. Below it, a red message says "This field is required." and a note says "The operation, access, or control of financial resources (e.g., P-Card, handling of checks or cash, or Budget Authority (DOAS))."
- Does this position require a P-Card?** A dropdown menu with "No" selected. Below it, a red message says "This field is required." and a note says "Refer to the new requirements from the Department of Defense (DOAS)."
- Is having a P-Card an essential function of this position?** A dropdown menu with "No" selected. Below it, a red message says "This field is required." and a note says "Refer to the new requirements from the Department of Defense (DOAS)."
- Is driving a responsibility of this position?** A dropdown menu with "No" selected. Below it, a red message says "This field is required." and a note says "Refer to the new requirements from the Department of Defense (DOAS)."

At the bottom of the form, there is a question: "At this time, are you ready to remove the posting connected to this HP from the web?". Below it, a dropdown menu shows "Please select". A red box around the dropdown has an arrow pointing to a text box that says "The answers to these questions will determine what background checks are needed". Below the dropdown, a red message says "This field is required." and a note says "By removing your position from the web, you agree that this position is no longer accepting applications. If at any po".

The field labeled **At this time, are you ready to remove the posting connected to this HP from the web?** is very important. The response to this question will determine if the position is closed and removed from the web or if the position will still be accepting applications. The responses and corresponding actions are as follows:

- Yes – Close the position. This is the only final hire
 - The position is closed and removed from the website.
- No – Position is still accepting applications and will be used to hire multiple applicants.
 - The position is left online. This is used when hiring multiple applicants.

Additional Information

Will you now, or in the future, require sponsorship by UGA for an employment-based visa? No

Are you legally authorized to work in the US? Yes

★ Is the applicant currently employed by another institution within the University System of Georgia (USG)? This field is required. The answer provided by the candidate must be valid

If yes, give the USG Institution

Is the Candidate currently employed by UGA?

If yes, give name of department.

Is the Candidate a former employee of UGA?

This information is pulled from the Candidate's Application. If the Candidate answered Yes, then the Hiring Proposal must be sent to OIE, before going to Central HR.

This information, located under Additional Information, deals with dual employment between USG institutions.

If yes, you will need to contact: Mike Gorman, UGA Dual Employment Coordinator, mgorman@uga.edu

If yes, give the USG Institution

Is the Candidate currently employed by UGA?

If yes, give name of department.

Is the Candidate a former employee of UGA?

If yes, give name at the time, department, and date employed

Is the Candidate currently enrolled in classes at UGA?

Is this person/hire a DCAP (Dual Career Assistance Program) participant?

Salary Details Tab

Fill in the information requested on the salary tab, pictured below. If the salary exceeds UGA or USG guidelines, please follow the appropriate processes and approvals for the requested salary. Approval of the Hiring Proposal does not guarantee approval of a salary exception.

Editing Hiring Proposal

Posting Details

Hiring Proposal Details

Salary

Position Information

IME Information

Hiring Proposal Summary

Salary

Save

<< Prev

Next >>

Check spelling

* Required information

Salary Details

Pay Group

18G - Graduate Assistants

Annual Minimum Salary

Advertised Salary

Advertised salary should not exceed designated pay grade; must be consistent with university guidelines. Additional approval process may be required.

* Offered Salary

This field is required.

Agreed upon salary between hiring unit and candidate

* Comp Rate Code

Please select ▼

This field is required.

* Comp Rate

This field is required.

If Comp Rate Code is Annual, then provide an Annual Rate. If Comp Rate Code is Monthly, then provide a Monthly Rate. If Comp Rate Code is Hourly, then provide an Hourly Rate

Does the offered salary require a Request for Salary Approval (RSA)?

▼

This field is required.

If the salary meets or exceeds the Board of Regents or UGA salary administration policies, your hiring unit will be required to complete a Request for Salary Approval (RSA) outside of the iPAWS system

HR Compensation Department

Approved Starting Salary
(Fiscal Affairs/Faculty Affairs/Central HR Only)

Annual FTE Salary

Office of Fiscal Affairs
Comments (Fiscal Affairs/Faculty Affairs/Central HR Only)

Save

<< Prev

Next >>

12 | Page

Budget Tab

Fill in the information requested on the budget tab.

Editing Hiring Proposal

Posting Details

Hiring Proposal Details

Salary

Position Information

WFE Information

Hiring Proposal Summary

Position Information

Check spelling

Position Information

PeopleAdmin Position Number

PeopleSoft Position Number

Central HR Use Only

Budget Summary

Add Budget Summary Entry

Save

<< Prev

Next >>

Budget Summary

Add Budget Summary Entry

You also have the ability to add budget information by clicking on the **Add Budget Summary Entry** button, pictured left.

Budget Summary

Budget Account Name

Budget Account Number

Percent

☐ Remove Entry?

Add Budget Summary Entry

Once you select **Add Budget Summary Entry**, the following information will appear:

To remove an entry, check the **Remove Entry** box and select **Save**.

MFE Information Tab (Information Provided by the Office of Faculty Affairs)

The screenshot shows the 'Editing Hiring Proposal' form with the 'MFE Information' tab selected. The left sidebar contains a navigation menu with options: Posting Details, Hiring Proposal Details, Salary, Position Information, MFE Information (highlighted), and Hiring Proposal Summary. The main content area is titled 'MFE Information' and includes a 'Check spelling' link. The form fields are as follows:

- Contract Type: [Please select]
- Rank Tenure Home: [Please select]
- Tenure Status Date: []
- Tenure Track Start Date: []
- Home Rank: [Please select]
- Applied Rank: [Please select]
- Rank Change Date: []
- Tenure Status: [Please select]
- Institutional Rank: [Please select]
- Service Calc Group: [Please select]
- CIP Teaching Code: [Please select]
- Prior Experience: [Text area]

Navigation buttons at the top right: Save, << Prev, Next >>.

This screenshot shows the continuation of the 'MFE Information' form. The fields are as follows:

- Experience/Credit Code: [Please select]
- Credit Years Granted: []
Number Value = 1, 2, or 3
- Committed FTE: []
- Add to Tenure: []
- Add to Promotion: []
- Joint Appointment: []
- Joint Appointment Department: []
- Special Title: [Please select]

Navigation buttons at the bottom right: Save, << Prev, Next >>.

Rank Tenure Home – Institutional department or unit responsible for a faculty member’s rank and tenure status or progression. This may be different from the faculty member’s administrative home (institutional department or unit responsible for a faculty member’s hiring, onboarding and other administrative/HR-related functions.)

Tenure Status Date- Tenure Status Date should match the effective date of the hire and is required for all statuses.

Tenure Track Start Date – The Tenure Track Start Date is only populated for faculty with a tenure status of “Not Tenured on Track.” This can be the effective date of hire.

Home Rank – Home Rank refers to one of the 8 Board of Regents Rank Categories (e.g. Professor, Assistant Professor, Lecturer, etc.)

Applied Rank – For faculty hires where prior credit/experience has been awarded, Applied Rank refers to their current rank at the time of hire.

Rank Change Date – Rank Change Date should match the effective date of the hire and is required for all statuses.

Tenure Status – Tenure Status refers to the current tenure designation of a faculty member on the effective date of hire.

Institutional Rank – Institutional Rank refers to Board of Regents approved ranks that are specific to The University of Georgia (e.g. Adjunct Professor, PT Assistant Professor, Lecturer Emeritus, etc.)

Service Calc Group – Service Calc Group selection should be STDAC (Standard Academic) for faculty with 9-month contracts or FISCAL (Fiscal Year) for faculty with 12-month contracts.

CIP Teaching Code – CIP codes reflect the content/discipline area of the department in which the faculty member will be teaching. Departments with multiple content/discipline areas are expected to select the CIP code that best reflects the hired faculty member’s expected area of instruction (e.g. 030501 = Forestry-General).

Experience/Credit Code – For faculty hires where prior credit/experience has been awarded, select the type of experience granted here (e.g. UNIV for faculty with university experience from another university, PUNV for faculty receive credit from within UGA and GOVT for faculty receiving credit for governmental experience)

Credit Years Granted - For faculty hires where prior credit/experience has been awarded, number of years of experience granted here (e.g. 1, 2 or 3).

Committed FTE - FTE equals full time equivalent, which is %-time employed. Enter 1.0 for full time Faculty (regardless of their 9/12 month status) and the appropriate decimal for part time faculty (.50 if part time). Any FTE entry under 1.0 will considered as part time status. **NOTE: Do not enter EFT here.** Equivalent Full Time (EFT) conveys how much of the calendar year a faculty member is employed (1.0 for 12 month contracts and .75 for 9 month contracts).

Add to Tenure - For faculty hires where prior credit/experience has been awarded, check “Add to Tenure” box. The University of Georgia applies credit to both promotion and tenure for new faculty hires who are awarded prior credit/experience.

Add to Promotion – For faculty hires where prior credit/experience has been awarded, check “Add to Promotion” box. The University of Georgia applies credit to both promotion and tenure for new faculty hires who are awarded prior credit/experience.

Joint Appointment – Auto Populated Field

Joint Appointment Department – Auto Populated Field

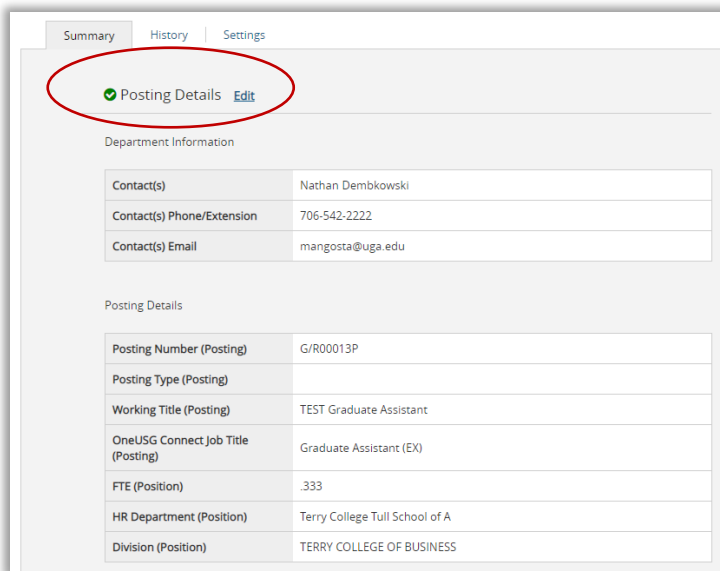
Special Title – Select any Special Titles awarded to the new faculty hire from the options provided. Special Titles refers to a combination of BOR approved and institution-specific faculty designations. BOR-approved designations include Endowed Professorships and Regents Professorships. Institution-specific designations include Distinguished Research Professorship, University Professorship and Josiah Meigs Distinguished Teaching Professorship.

For questions regarding the MFE tab,
please contact the Office of Faculty
Affairs.

Hiring Proposal Summary Tab

The final page of the hiring proposal will be a summary of all of the data in the hiring proposal. Next to each heading on the summary tab, you will notice a green check mark that indicates all required information for that section has been completed.

If information is missing from the hiring proposal, you will see an orange exclamation point next to the corresponding section. Please select **Edit** and fill in the missing information.



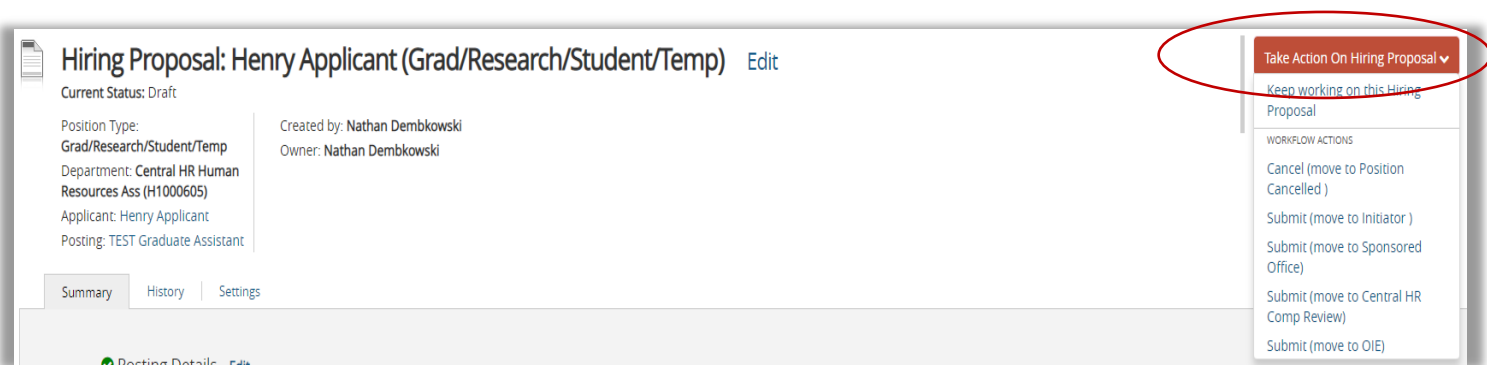
The screenshot shows the 'Summary' tab of a hiring proposal. At the top, there are three tabs: 'Summary', 'History', and 'Settings'. Below them, a section titled 'Posting Details' is highlighted with a red circle. This section contains a green checkmark icon and the text 'Posting Details' followed by an 'Edit' link. Below this, there are two main sections: 'Department Information' and 'Posting Details'. The 'Department Information' section contains a table with three rows: 'Contact(s)' with value 'Nathan Dembkowski', 'Contact(s) Phone/Extension' with value '706-542-2222', and 'Contact(s) Email' with value 'mangosta@uga.edu'. The 'Posting Details' section contains a table with seven rows: 'Posting Number (Posting)' with value 'G/R00013P', 'Posting Type (Posting)' with value 'TEST Graduate Assistant', 'Working Title (Posting)' with value 'Graduate Assistant (EX)', 'OneUSG Connect Job Title (Posting)' with value 'Graduate Assistant (EX)', 'FTE (Position)' with value '.333', 'HR Department (Position)' with value 'Terry College Tull School of A', and 'Division (Position)' with value 'TERRY COLLEGE OF BUSINESS'.

Department Information	
Contact(s)	Nathan Dembkowski
Contact(s) Phone/Extension	706-542-2222
Contact(s) Email	mangosta@uga.edu

Posting Details	
Posting Number (Posting)	G/R00013P
Posting Type (Posting)	TEST Graduate Assistant
Working Title (Posting)	Graduate Assistant (EX)
OneUSG Connect Job Title (Posting)	Graduate Assistant (EX)
FTE (Position)	.333
HR Department (Position)	Terry College Tull School of A
Division (Position)	TERRY COLLEGE OF BUSINESS

Submit Hiring Proposal for Approval

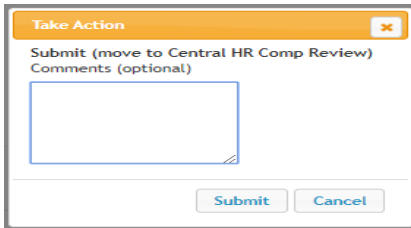
Once you have reviewed all information in the hiring proposal using the **Summary** tab, you may now move the hiring proposal through the workflow. Hover your mouse over the orange, **Take Action on Hiring Proposal** button and select from the drop down menu.



The screenshot shows the 'Summary' tab of a hiring proposal. At the top, there are three tabs: 'Summary', 'History', and 'Settings'. Below them, a section titled 'Posting Details' is highlighted with a red circle. This section contains a green checkmark icon and the text 'Posting Details' followed by an 'Edit' link. Below this, there are two main sections: 'Department Information' and 'Posting Details'. The 'Department Information' section contains a table with three rows: 'Contact(s)' with value 'Nathan Dembkowski', 'Contact(s) Phone/Extension' with value '706-542-2222', and 'Contact(s) Email' with value 'mangosta@uga.edu'. The 'Posting Details' section contains a table with seven rows: 'Posting Number (Posting)' with value 'G/R00013P', 'Posting Type (Posting)' with value 'TEST Graduate Assistant', 'Working Title (Posting)' with value 'Graduate Assistant (EX)', 'OneUSG Connect Job Title (Posting)' with value 'Graduate Assistant (EX)', 'FTE (Position)' with value '.333', 'HR Department (Position)' with value 'Terry College Tull School of A', and 'Division (Position)' with value 'TERRY COLLEGE OF BUSINESS'.

Department Information	
Contact(s)	Nathan Dembkowski
Contact(s) Phone/Extension	706-542-2222
Contact(s) Email	mangosta@uga.edu

Posting Details	
Posting Number (Posting)	G/R00013P
Posting Type (Posting)	TEST Graduate Assistant
Working Title (Posting)	Graduate Assistant (EX)
OneUSG Connect Job Title (Posting)	Graduate Assistant (EX)
FTE (Position)	.333
HR Department (Position)	Terry College Tull School of A
Division (Position)	TERRY COLLEGE OF BUSINESS



Take Action

Submit (move to Central HR Comp Review)

Comments (optional)

After selecting one of the workflow states, the box below will appear (Note that the title will depend on which action you selected). This is where you can add comments that will appear in the **History** tab and email notification to next level, e.g., Unit Head. Applicants will not be able to see comments, only those along the approval workflow of the hiring proposal.

After clicking **Submit to Approver** OR **Submit to Central HR**, the message pictured below will appear at the top of your screen:



If you are an **Approver**, switch from the **Initiator** user role to the **Approver** user role, hover your mouse over the orange **Take Action on Hiring Proposal** button and select the next workflow stop.



If at any time you would like to add the Posting to your Watch List. Click on **Add to Watch List**.

Entering EEO Information

Review the **EEO Information** section and fill in the accurate information for each field. The Hiring Proposal cannot be submitted until all required fields have been entered. Once you have entered the information, **Save** and then select **Next** to continue.

1. Detail special efforts to attract statistically underutilized applicants for the position.

Detail special efforts to attract statistically underutilized applicants for this position

This field is required.

Applicants are ‘statistically underutilized’ when individuals of their gender, racial, or ethnic groups are represented in this or similar positions disproportionately lower than their numbers of basically qualified individuals in the relevant search population. When responding to this question you will need to detail special efforts that were used to attract statistically underutilized applicants for this position. This may include the following:

- Cross-posting to Diverse Jobs, Hispanic Outlook, and other specialized listing sites, especially field-specific ones; posting on national sites like phdjobs.com or chroniclevitae.com—the greater the reach of postings, the better the chance that well-qualified candidates in underutilized groups will see and apply for open positions
- Personal outreach such as telephoning colleagues at other institutions, calling prospective candidates to encourage application, and obtaining good prospect names from lists of grantees from granting agencies (taken from the [Provost’s Academic Affairs Policy Manual, § 1.08 Recruitment of Faculty](#))
- General outreach at conferences, field-specific listservs, etc.
- Maintaining a file of qualified candidates who were not successful in prior searches

2. Reasons for Hiring the Applicant

Reasons for Hiring the Applicant

☐ The experience of the candidate selected to receive offer was stronger than those selected to interview

☐ The education of the candidate selected to receive offer was stronger than those selected to interview

☐ The research interests of the candidate selected to receive offer was more aligned and compatible with existing faculty and department goals than those selected to interview

☐ The research impact of the candidate selected to receive offer was stronger than those selected to interview

☐ The interview of the candidate selected to receive offer was stronger than those selected to interview

☐ The grant support of the candidate selected to receive offer was stronger than those selected to interview

☐ The publication history of the candidate selected to receive offer was stronger than those selected to interview

☐ Selected candidate offered a new area of interest not represented by other candidates or existing faculty

☐ Other

3. To your knowledge, is the person offered the job a Protected Veteran?

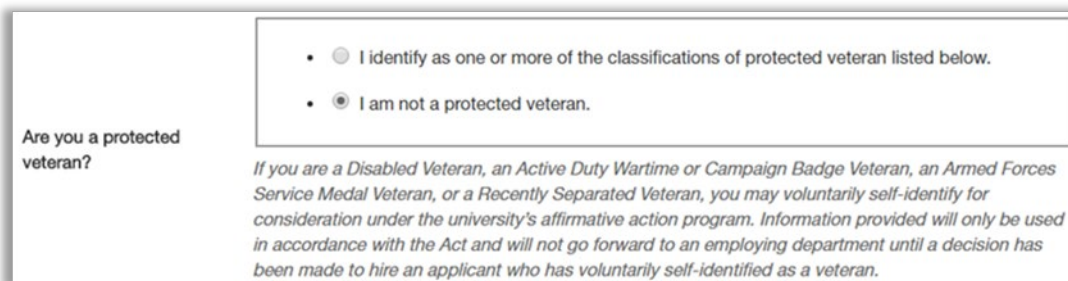
To your knowledge, is the person offered the job a Protected Veteran?

This field is required.

Departments should not directly ask applicants their veteran status. Departments should only know this through various forms of voluntary self-identification, including applicants' mention of veteran status or experience in resume, cover letter, or other application materials; mention of this in an interview or other personal contact; or affirmative responses to veteran status questions in UGAJobs (which departments will not see until the offer stage).

4. Veteran Self-Disclosure:

At the time of application and after an offer has been accepted, candidates have the opportunity to self-disclose whether or not they are of veteran status. This is voluntary information, so if a response does not appear, the applicant did not answer.



Are you a protected veteran?

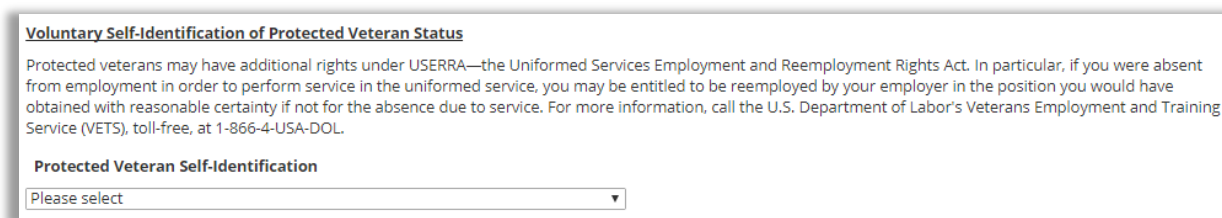
- ☐ I identify as one or more of the classifications of protected veteran listed below.
- ☒ I am not a protected veteran.

If you are a Disabled Veteran, an Active Duty Wartime or Campaign Badge Veteran, an Armed Forces Service Medal Veteran, or a Recently Separated Veteran, you may voluntarily self-identify for consideration under the university's affirmative action program. Information provided will only be used in accordance with the Act and will not go forward to an employing department until a decision has been made to hire an applicant who has voluntarily self-identified as a veteran.

If the candidate has disclosed veteran status, they will have the opportunity to disclose their specific veteran status. If the candidate has only disclosed they are a veteran without additional specification, departments should do nothing more. We will still count applicants as protected veterans based on their choice to self-identify. Departments should not ask for further details, documentation, etc., of Protected Veteran status, though applicants may provide this of their own volition. If applicants have not self-identified on UGAJobs, but have indicated veteran status via other means, such as in their resumes or during a face-to-face or telephone contact, then this should be noted and included in their demographics profile on UGAJobs during the hiring proposal stage.

5. Disability Self-Disclosure

At the time of application and after an offer has been accepted, candidates have the opportunity to self-disclose whether or not they are disabled. This is voluntary information- if a response does not appear, the applicant did not answer.



Voluntary Self-Identification of Protected Veteran Status

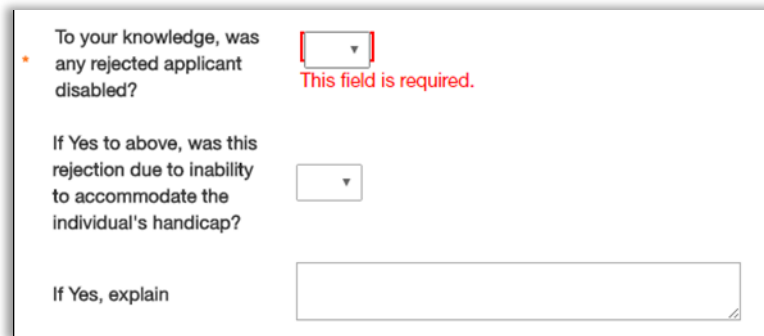
Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Protected Veteran Self-Identification

Please select ▼

If an applicant self-identifies as disabled in UGAJobs after acceptance of a job offer, the department should not perform any follow-up on this new information, since by that stage applicants have already been vetted, through the application and interview process, for their ability to perform essential job functions. When a successful applicant accompanies this identification with a request for accommodations, then the department should initiate the interactive accommodations process. For more information on this process departments should refer to <https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/> or contact Tracey O'Malley <tomalley@uga.edu>.

6. To your knowledge, was any rejected applicant disabled?



The screenshot shows a survey form with the following content:

- Question 1: "To your knowledge, was any rejected applicant disabled?" with a dropdown menu. A red error message "This field is required." is displayed next to it.
- Question 2: "If Yes to above, was this rejection due to inability to accommodate the individual's handicap?" with a dropdown menu.
- Question 3: "If Yes, explain" with a large text input area.

The department should answer this affirmatively if any rejected applicant voluntarily disclosed a disability through the UGAJobs self-identification invitation; resume, cover letter, or other application materials; or orally during interviews and other contacts—whether face-to-face or via telephone. The department MAY also answer this in the affirmative if, in their estimation, a rejected applicant appeared to have an obvious disability whether self-disclosed or not. In so judging, the department should follow the definition of disability as having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping. If there is an apparent disability that an applicant does not voluntarily bring up or mention, then the department should note it for demographic collection purposes but not ask the applicant about it. Departments may ask interviewees “Can you perform the essential functions of this job with or without accommodations?”, ideally with reference to a comprehensive and up to date description of the job’s essential functions, but only if all interviewees are routinely asked this question rather than just those who self-identify or otherwise present as disabled.

A. If yes to above, was this rejection due to inability to accommodate the individual’s handicap?

If an applicant has both self-identified as disabled AND requested accommodation for his or her disability, then the department should engage in the interactive process to determine the nature, extent, and reasonableness of accommodations required. Inability to accommodate someone’s disability means that the applicant could not complete the essential functions of the job with reasonable accommodations, or put another way, that the accommodations that applicant would require to complete the job’s essential functions were not reasonable. Accommodations are considered unreasonable when they alter the essential functions of the job or cause the employer undue hardship. Departments should contact Tracey O’Malley <tomalley@uga.edu> for assistance with the interactive accommodations process; more information can be found at: <http://www.hr.uga.edu/disability-services-accommodations>.

The interactive accommodations process is initiated when an applicant affirmatively requests an accommodation. If the accommodation is an “obvious” one, such as a sign language interpreter or request for the interview to be held in an accessible location, there is no need to go through the interactive process. Such accommodations should be automatically granted.

B. To your knowledge, is the person offered the position disabled?

The department should answer this affirmatively if the offeree voluntarily disclosed a disability through the UGAJobs self-identification invitation; resume, cover letter, or other application materials; or orally during interviews and other contacts—whether face-to-face or via telephone. The department MAY also answer this in the affirmative if, in their estimation, the offeree appears to have an obvious disability whether self-disclosed or not. In so judging, the department should follow the definition of disability as having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping. If there is an apparent disability that an applicant does not voluntarily bring up or mention, then the department should note it for demographic collection purposes but not ask the applicant about it. Departments may ask interviewees “Can you perform the essential functions of this job with or without accommodations?”, ideally with reference to a comprehensive and up to date description of the job’s essential functions, but only if all interviewees are routinely asked this question rather than just those who self-identify or otherwise present as disabled.

C. If yes to above, has the accommodation been requested?

If an offeree has not requested or indicated need for accommodation, then departments should answer this negatively. They should answer in the affirmative only when an offeree has both voluntarily disclosed a disability and has requested accommodation for that disability. Applicants who either self-identify as disabled or who present as disabled without self-identifying as such, and who do not expressly request accommodations, should be counted as ‘no’ responses to this question.

EEO Key Terms and Definitions

1. Detail special efforts to attract statistically underutilized applicants for this position.

Applicants are ‘statistically underutilized’ when individuals of their gender, racial, or ethnic groups are represented in this or similar positions disproportionately lower than their numbers of basically qualified individuals in the relevant search population.

2. To your knowledge, was any rejected applicant disabled?

‘Disabled’ means having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping.

3. If yes to above, was this rejection due to inability to accommodate the individual’s disability?

Reasonable accommodation must be provided to otherwise qualified disabled individuals who are able to perform the essential functions of the job with or without accommodation. Accommodations are not considered reasonable if they fundamentally alter the essential functions of a job or cause undue hardship to the employer. Please refer to <http://www.hr.uga.edu/disability-services-accommodations> for additional information regarding the interactive accommodations process at UGA, including examples of reasonable accommodations and contact information for supervisors to obtain further guidance on the accommodations process. For any applicant rejected due to inability to accommodate that individual’s disability, the search committee should document in detail whether and specifically how either 1) the individual could not perform essential job functions with or without accommodation or 2) accommodations needed to perform essential functions were unreasonable.

4. To your knowledge, is the person offered the job a **Protected Veteran**?

‘Protected veteran’ refers to a Disabled Veteran, an Active Duty Wartime or Campaign Badge Veteran, an Armed Forces Service Medal Veteran, or a Recently Separated Veteran.

‘Disabled Veteran’ refers to any veteran of the U.S. Military who is either entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

‘Active Duty Wartime or Campaign Badge Veteran’ refers to any veteran who:

- Served on active duty during one or more of the periods of war outlined in 38 U.S.C. § 101 (Korean Conflict June 27, 1950 – January 31, 1955; Vietnam Era February 28, 1961 – May 7, 1975 for veterans serving in the Republic of Vietnam or August 5, 1964 – May 7, 1975 for all other cases; Persian Gulf War August 2, 1990 – current), OR
- Served on active duty during any campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense

‘Armed Forces Service Medal Veteran’ refers to any veteran who was awarded (as reflected on DD Form 214) an Armed Forces Service Medal for active duty service in a U.S. military operation for which an Armed Forces Service Medal was authorized pursuant to Executive Order 12985.

‘Recently separated veteran’ refers to any veteran during the three-year period following the date of such veteran’s discharge or release from active duty.

5. To your knowledge, is the person offered the position disabled?

‘Disabled’ means having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping.

6. If yes to above, has accommodation been requested?

A UGA applicant or employee may request an accommodation at any point in the hiring and employment process (i.e., at the application stage, during the hiring interview, after an offer is made, or any time after starting employment).

7. Accommodation offered?

Once a request for accommodation is made and documentation provided for non-obvious disabilities, the University will engage in the interactive accommodations process.

Employment Forms

This step allows you to upload and digitally share information needed to complete the Hiring Proposal.

To upload a document, hover over the Actions tab that aligns with the correct document type and then make the desired selection. You have the choice to upload a document from your computer, create a document using the system's processor, or choose an existing document. The system will automatically convert your document type into a .pdf once uploaded. PDF conversion must be completed for the document to be valid when applicable.

Name	Status	Actions
Offer Letter with Signed Acceptance (Recommended)		Actions Upload New Create Choose Existing
Cover Letter from Dean/VP to Provost		Actions
Approved Request for Salary Approval (if applicable)		Actions
Three Recommendations		Actions
Draft Personnel/Budget Document		Actions
MOU (if Joint Appointment)		Actions
Additional Document 1		Actions
Additional Document 2		Actions
Additional Document 3		Actions
Additional Document 4		Actions
Additional Document 5		Actions
CV and Applicant Documents		Actions

Be sure to upload and name all documents to complete the hiring package. While the hiring proposal is going through the workflow for approval, you will not be able to access it to make changes unless it is returned to your level. **Please note that a signed offer letter is required for ALL Hiring Proposals.**

You can always Save the hiring proposal, exit the system, and return at a later date to complete it. Once all documents have been attached, select **Next** to continue.

Hiring Proposal Summary Tab

The final page of the hiring proposal will be a summary of all of the data in the hiring proposal. Next to each heading on the summary tab, you will notice a green check mark that indicates all required information for that section has been completed.

If information is missing from the hiring proposal, you will see an orange exclamation point next to the corresponding section. Please select **Edit** and fill in the missing information.

Salary

Edit

Salary Details

Pay Group	18G - Graduate Assistants
Annual Minimum Salary	
Advertised Salary	
Offered Salary	38000
Comp Rate Code	Annual
Comp Rate	38000
Does the offered salary require a Request for Salary Approval (RSA)?	No

Hiring Proposal: Henry Applicant (Grad/Research/Student/Temp)

Edit

Current Status: Central HR Comp Review

Position Type: Grad/Research/Student/Temp

Department: Central HR Human Resources Ass (H1000605)

Applicant: Henry Applicant

Posting: TEST Graduate Assistant

Created by: Nathan Dembkowski

Owner: Central HR

Summary

History

Settings

Reports

Posting Details

Edit

Department Information

Contact(s)	Nathan Dembkowski
Contact(s) Phone/Extension	706-542-2222
Contact(s) Email	manigosta@uga.edu

Posting Details

Posting Number (Posting)	GR000013P
Posting Type (Posting)	
Working Title (Posting)	TEST Graduate Assistant
OneUSG Connect Job Title (Posting)	Graduate Assistant (EX)
FTE (Position)	.333
HR Department (Position)	Terry College Tull School of A
Division (Position)	TERRY COLLEGE OF BUSINESS

Generating a PDF of Applicant's Documents

At the bottom of the **Summary** screen, you will have the option to generate a PDF file of everything contained in the application. The application and all documents *uploaded by the applicant* will be combined into a single PDF file.

NOTE: Documents added to Supporting Documents tab will not be combined into the PDF file. Select **Generate** next to Combined Document and then click **View** (the View button will appear next to the word Generate once the document has generated).

PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate



PDF Documents	
Document Type	Actions
Application	View
Combined Document	View Regenerate

When you click **View**, it will take you to a new browser window. From this window, you will be able to save the document as a file.

History Tab

The **History** tab will allow you the opportunity to get detailed information about when the hiring proposal was created, how long it has been in each section of the workflow, and any notes made by users in the workflow regarding the hiring proposal. You can visit this page at any time during the approval process to get detailed information and review notes.

The options in the upper right corner, **Workflow**, **Notes**, and **Emails** are buttons that allow you to customize what you see in the **History** tab.

Hiring Proposal: Henry Applicant (Grad/Research/Student/Temp)
[Edit](#)

Current Status: Central HR Comp Review

Position Type: Grad/Research/Student/Temp

Department: Central HR Human Resources Ass (H1000605)

Applicant: Henry Applicant

Posting: TEST Graduate Assistant

Created by: Nathan Dembkowski

Owner: Central HR

Take Action On Hiring Proposal ▼

Print Preview

Add to Watch List

[Summary](#)
[History](#)
[Settings](#)
[Reports](#)

Emails Sent

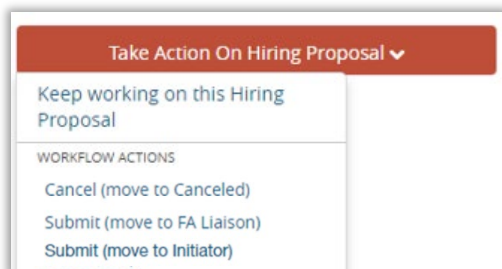
"UGAJobs - Central HR Hiring Proposal Status Update" sent to 3 users

[Workflow](#)
[Notes](#)
[Emails](#)

December 31, 2018 at 09:32 AM

Submit Hiring Proposal for Approval

Once you have reviewed all information in the hiring proposal using the **Summary** tab, you may now move the hiring proposal through the workflow. Hover your mouse over the orange **Take Action on Hiring Proposal** button and select either **Submit to Approver** (move to Approver) or **Submit to Central HR** (move to Central HR).



After selecting one of the workflow states, the box below will appear; note that the title will depend on which action you selected. This is where you can add comments that will appear in the **History** tab and email notification to next level, e.g., Unit Head. Applicants will not be able to see comments, only those along the approval workflow of the hiring proposal.

The box **Add this hiring proposal to your watch list** will be automatically checked. If you do not want this hiring proposal on your watch list, uncheck the box. Click **Submit** to continue.

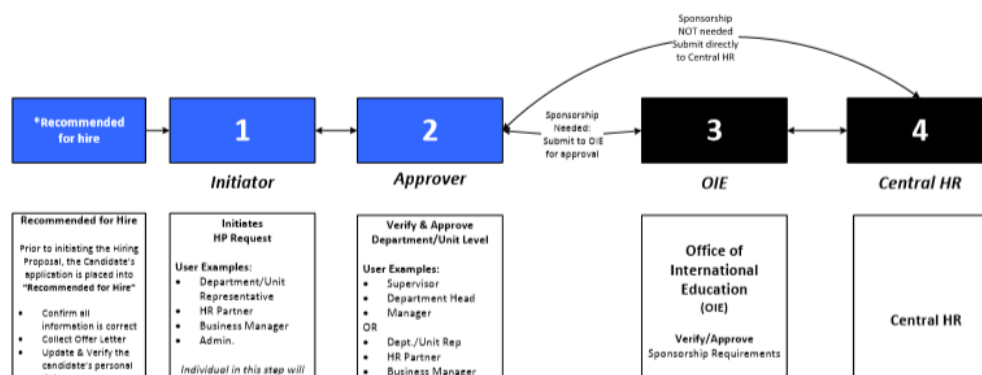
Keep in mind your watch list is located on your home screen. It holds all updates, posts, and hiring proposals that are of high priority to you. You can choose what appears in your watch list.

The screenshot shows a "Take Action" dialog box with a close button (X). It contains a dropdown menu set to "Submit (move to FA Liaison)", a text area for "Comments (optional)", and a checkbox that is checked. Below the checkbox, it says "This position request is currently in your watch list. Uncheck this box to remove it." At the bottom, there are "Submit" and "Cancel" buttons.

After clicking **Submit to Approver** OR **Submit to Central HR**, the message pictured below will appear at the top of your screen:



If you are an **Approver**, switch from the Initiator user role to the **Approver** user role, hover your mouse over the orange **Take Action on Hiring Proposal** button and select the next workflow step.

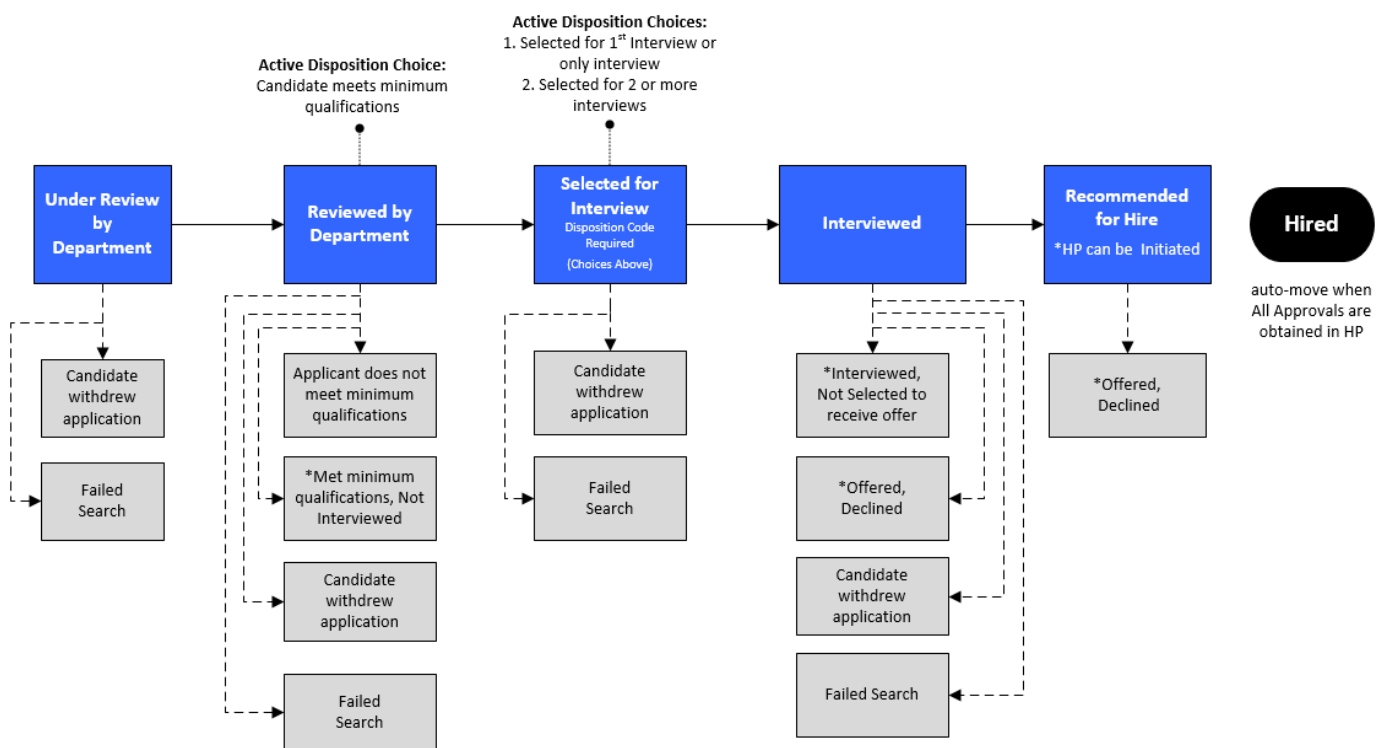


What Happens Next

The hiring proposal will go through the entire workflow to receive proper approval from each applicable area. While it is traveling through the workflow, you will be able to see each time it moves to a new person. This position will be in your Inbox and in your Watch List (if you have chosen to add the position to your Watch List). At any given time, a hiring proposal may be sent back to you to correct missing information or update appointment documents. If a hiring proposal is returned to you, check the History tab for comments regarding any issues. After the issues have been corrected, you will resubmit the hiring proposal back through the same workflow again until it has reached Central HR and is officially closed and put into the filled state by Central HR.

The **Applicant manager** should appropriately move all candidates that did not receive an offer into the appropriate workflow state.

Managing Applicants



NOTE: The **Applicant Manager** role is assigned when the posting is created and has the ability to move applicants to different stages of a search, such as Selected for Interview, Interviewed, or Did not meet minimum qualifications, to name a few. An **Applicant Manager** can view postings and applicants for their department(s). It is recommended this role is assigned to either to the Initiator, Hiring Authority and/or to a person whom the search chairs delegates this responsibility.